

**CORRECTIONAL ADMINISTRATOR, DEPARTMENT OF
CORRECTIONS**

**REVIEW OF JOB ANALYSIS
BACKGROUND INFORMATION**

Date of Review: December 6 - 8, 2004

Collective Bargaining Identification: M06

Job Analysis Review Conducted By: Charmaine Traywick, Associate Personnel Analyst,
Personnel Examining Section

Number of Incumbents: There are 159 incumbents in this classification
per Department of Corrections Filled/Vacant
Position Report dated December 14, 2004.

Names of the Subject Matter Expert(s) and their background:

**KATHLEEN ALLISON, CORRECTIONAL ADMINISTRATOR, DOC, CALIFORNIA
SUBSTANCE ABUSE TREATMENT FACILITY**

Kathleen currently works as a Correctional Administrator, DOC for California Substance Abuse Treatment Facility and has been in that position for eleven months. She has been with the California Department of Corrections (CDC) for over 17 years.

**MARK E. BOURLAND, CORRECTIONAL ADMINISTRATOR, DOC, CSP,
CALIPATRIA**

Mark currently works as a Correctional Administrator, DOC for CSP, Calipatria and has been in this position for four years. He has been with the California Department of Corrections (CDC) for over 24 years.

**KELLY HARRINGTON, CORRECTIONAL ADMINISTRATOR, DOC, WASCO
STATE PRISON**

Kelly currently works as a Correctional Administrator, DOC for Wasco State Prison and has been in this position for two years. He has been with the California Department of Corrections (CDC) for 17 years.

**RICHARD MANDEVILLE, CORRECTIONAL ADMINISTRATOR, DOC, CSP,
SACRAMENTO**

Richard currently works as a Correctional Administrator, DOC for CSP, Sacramento and has been that position for one year. He has been with the California Department of Corrections (CDC) for 24 years.

**MADELENE A. MUNTZ, CHIEF DEPUTY WARDEN, CHUCKAWALLA VALLEY
STATE PRISON**

Madelene currently serves as Chief Deputy Warden at Chuckwalla Valley State Prison. She had worked in the position of Correctional Administrator, DOC for two years at Centinela State Prison. She has been with the California Department of Corrections (CDC) for 18 years.

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INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- State Personnel Board Class Specification.
- Prior Correctional Administrator, DOC conducted February 2002.
- Job Duty Statements.